

MLA Style Guide Quick Reference

This reference sheet is intended to provide assistance while using the 7th edition of *The MLA Handbook for Writers of Research Papers*. For more detailed information and specific examples, please reference the full text.

The *Modern Language Association Handbook for Writers of Research Papers* (MLA) must be followed for headings and subheadings, tables and figures, in-text citations, and references. However, regarding **overall document considerations** (i.e., margins, pagination, etc.) the *Format Manual* requirements **supersede** those of MLA.

Headings/Subheadings (pp. 116-117)

MLA only offers guidelines for titles of short papers or chapter headings, which must be centered with no bolding, underlining, or italicizing, and it may not be typed in all caps. For subheadings, no guidelines specified; consult committee. Make sure, however, to be consistent with style and levels of headings throughout the document.

Block Quotations (pp. 93-94)

Use for quotations of more than 4 lines of text; double-space; indent an additional 1" (10 spaces) from left margin; no quotation marks. A parenthetical reference follows the quotation after end punctuation.

In-text Citation: Author Mentioned in Sentence (p. 216-217)

Cite the page number in parentheses immediately following the quotation, followed by end punctuation.

In-text Citation: Author Not Mentioned in Sentence (pp. 217)

Cite the author's last name and the page number(s) in parentheses, followed by end punctuation.

Figures (pp. 120-121)

Label all types of illustrations (i.e., photographs, maps, graphs, charts, etc.) as figures (e.g., Figure or Fig.) underneath the corresponding figure, double-spaced and followed by an Arabic numeral and a title/caption.

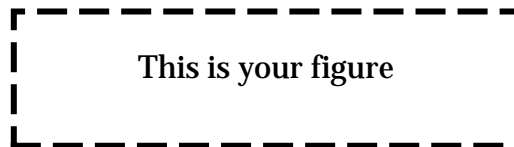


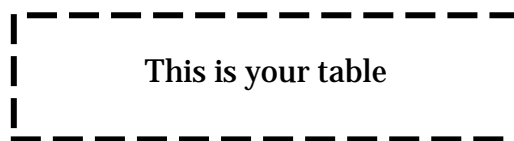
Fig.1 Caption of figure inserted here

Tables (pp. 118-119)

All tables should appear as close to corresponding text as possible. Use the label "Table" above the corresponding table, followed by an Arabic numeral (e.g., "Table 1"), flush left. A title/caption should appear below the label, double-spaced, flush left, and in title case* (with hanging indentation, if necessary). Source of the table and/or notes appear below the actual table, double-spaced, and flush left (with hanging indentation, if necessary).

Table 1

Title of table inserted here



References

General/Spacing (pp. 130-131)

Bibliography/works cited should be arranged alphabetically with hanging indentation (one-half inch) and per formatting requirements be single-spaced, with one double-space between citations.

Books and Nonperiodical Publications (pp. 148-181)

List the following: 1) the full author name(s), with only the first author name in reverse order, followed by a period; 2) book title, which is italicized or underlined and in title case[†], followed by a period; and 3) publication information, which includes city, followed by a colon, the publisher, followed by a comma, and the publication date, followed by a period. Medium of publication consulted (Print or Web), followed by a period.

Example:

Smith, Joseph and Jane Johnson. *The Wreck of the Edmund Fitzgerald*. New York: Norton, 2004. Print.

Journal Articles (pp. 136-148)

List the following: 1) full author name(s) in reverse order, with only the first author name in reverse order, followed by a period; 2) article title followed by a period and in title case, enclosed within quotes; 3) journal title in italics or underlined, followed by volume, year of publication (in parentheses), a colon, page numbers, and a period. Medium of publication consulted (Print or Web), followed by a period.

Example:

Shoemaker, Elizabeth. "The Title of the Journal Article: How to Name Articles for Maximum Readership." *Journal of Useful Facts for Publishing* 35 (2004): 45-57. Print.

Websites (pp. 181-193)

List as many of the following as possible in the following order: 1) Full author name(s) in reverse order, with only the first author name in reverse order, followed by a period. 2) Title of work (in italics if independent, in roman type and in quotation marks if part of a larger work) in title case, followed by a period. 3) Title of overall website in italics, followed by a period. 4) The version or edition used, followed by a period. 5) Publisher or sponsor of the site, followed by a comma. If that information is not available, use N.p. 6) Date of publication (day, month, and year, as available) followed by a period. If no date is available, use n.d. 7) Medium of publication (Web), followed by a period. 8) Date of access, followed by a period. Inclusion of the web address is optional, but if included must always appear within angle brackets <website URL> followed by a period

Example:

Himmelfahrt, Maria. "Airport Murals in Post-Soviet Revisionist Historiography." *Humanist Art in the Twenty-first Century*. N.p., n.d. Web. 15 Mar. 2011.
<<http://www.launamtamrof.com/nufsignittamrof/>>.

^{† †} The first letters of certain words within titles (e.g., initial words, important words, words with 4 or more letters, etc.) are always capitalized. See pp. 86-87 in the *MLA Handbook* for more information.